

**CITY OF GLOBE
RADIO DISPATCHER
Job Posting No. 11-23**

The City of Globe is accepting applications for a Police Department Radio Dispatcher.

JOB DESCRIPTION:

This position involves radio communications, public contact and clerical work for the Police Department. Responsibilities include receiving communications and dispatching police units as necessary and appropriate in response to the calls. Work involves the operation of the radio system, typewriter, telephone and various computers. Assists records clerk in maintaining police department records. Must be able to work independently. Works rotating shifts, including nights, weekends and holidays. Must be available to work overtime if needed.

MINIMUM REQUIREMENTS FOR THE POSITION ARE:

- High School Diploma or GED Certificate
- At least 18 years of age
- No felony convictions or convictions that would be a felony in the State of Arizona
- Must type 40 wpm on a computer
- Must live within ten (10) miles of the Globe City Limits after 90 days of employment
- Must be able to pass required physical examination, including a drug screen and a background check.

A written examination and typing test will be given.

Salary Offer:

\$13.83 per hour (without experience)

\$14.68 per hour (with experience)

Applications are available at City Hall, 150 N. Pine Street, Globe, Arizona, Monday through Friday, 8:00 a.m. to 5:00 p.m. This position is open until filled. Please respond to **Job #11-23** when applying. EOE/AA/V/H

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